



**PUBLIC SECTOR
ENERGY EFFICIENCY PROGRAM • 2014-2015**
Electric and Natural Gas

REQUEST FOR APPLICATIONS

For Program Year 2014-2015

**PUBLIC SECTOR ENERGY EFFICIENCY
KEY ACCOUNT/AGGREGATION PROGRAM**

APPLICATIONS DUE MAY 12, 2014



Pat Quinn, Governor • Adam Pollet, Director

**ILLINOIS DEPARTMENT OF COMMERCE AND
ECONOMIC OPPORTUNITY**

Illinois Energy & Recycling Office
500 East Monroe Street, Springfield, Illinois, 62701



**PUBLIC SECTOR ENERGY EFFICIENCY AGGREGATION PROGRAM
REQUEST FOR APPLICATIONS FOR PROGRAM YEAR 2014-2015
DUE: MAY 12, 2014**

The Illinois Department of Commerce and Economic Opportunity (“Department” or “DCEO”) administers the **Illinois Energy Now** (“IEN”) portfolio of programs to implement cost-effective electric and natural gas energy efficiency measures that help meet annual energy savings targets. This Request of Application (RFA) is to initiate the Public Sector Energy Efficiency Key Accounts/Aggregation Program (“Aggregation Program”) which will allow successful applicants (“Aggregators”) to combine energy efficiency projects within the public sector in order to simplify the overall application process, quickly deliver energy efficiency savings, and capture projects that might otherwise not be submitted as standalone projects.

During Program Year 2014-2015, Aggregators may design an aggregation program that targets one or more public sector entities located in the service territories of ComEd (electric), Ameren Illinois (electric and natural gas), Nicor Gas (natural gas), Peoples Gas (natural gas), and North Shore Gas (natural gas). Public Sector entities include municipalities, municipal corporations, local governments, public schools, community colleges, public colleges and universities, state facilities, and federal facilities. The overall objective of the Aggregation Program is to assist these public sectors in taking advantage of energy efficiency opportunities and to help meet statewide energy efficiency goals.

The Aggregation Program provides grant awards to eligible entities that identify energy efficiency projects eligible for Public Sector incentives; administer energy efficiency project applications, aggregation, and implementation; track project data and progress using DCEO established forms, procedures and database; process incentive payments for completed projects and distribute to the project owners; and verify the implementation of energy efficiency measures.

Each applicant must complete and submit Sections 1, 2, 3, 4, 5, 6, 7, and 9 located within this application template. Instructions on properly filling out the sections are included at the end of the RFA.

Your detailed application may be submitted by mail to the following address or as an e-mail attachment to: illinois.energy@illinois.gov

Illinois Department of Commerce and Economic Opportunity
Illinois Energy & Recycling Office – Attn: **Aggregation**
500 East Monroe
Springfield, IL 62701-1615

If sending by email, state “Aggregation RFA” in the subject line. Applications are due at the DCEO office by 5:00 pm (CST) Wednesday, May 12, 2014.

If you have any questions regarding the RFA application package, please contact David Baker at 217-785-5222 or david.s.baker@illinois.gov. (TDD 217/785-6055)



ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

GRANT APPLICATION COVER PAGE

Public Sector Energy Efficiency Key Accounts/Aggregation Program

DCEO Use Only:

Application #: _____

Grant #: _____

SECTION 1: APPLICANT INFORMATION

1.1	Legal Name of Applicant: (Attach copy of W-9)		
1.2	Address of Applicant: (Include your extended 9-digit zip code):		
1.4	Chief Officer: (If more than one, attach a list with all Officers)	Name: Title: Address: Phone: Fax: E-Mail:	
1.5	Description of Applicant: (200 Character maximum)		
1.5	NAICS Code:	(6-digit Industry Classification Code)	
1.6	Applicant Website:		
1.7	Applicant FEIN:		
1.8	Applicant SSN: (Enter only if applicant is individual and does not have a FEIN)		
1.9	Applicant's DUNS Number:		
1.10	Applicant Fiscal Year:	From:	To:
1.11	If applicable, indicate the following.		<input type="checkbox"/> Female-Owned <input type="checkbox"/> Minority-Owned
	If minority-owned, then check the appropriate race/ethnic group box.	Black / African Americans <input type="checkbox"/> Hispanic Americans <input type="checkbox"/> Native Americans <input type="checkbox"/> Asian-Pacific Americans <input type="checkbox"/> Asian-Indian Americans <input type="checkbox"/>	
1.12	Indicate the number of people expected to be served by the grant in the appropriate race/ethnic group box below.		
	Race/Ethnic Group	# People Served by Grant	
	Black / African Americans		
	Hispanic Americans		
	Native Americans		
	Asian-Pacific Americans		
	Asian-Indian Americans		
	Other:		

SECTION 2: APPLICANT HISTORY

2.1	Have you received a grant from the State of Illinois within the last 4 years? <input type="checkbox"/> Yes <input type="checkbox"/> No Provide total number of grants received from the State of Illinois within the last 4 years.	
	If yes, provide the following for each grant received in last 4 years:	Agency: Grant #: Grant Amount: Grant Term: General Description: Issues:
2.2	If applicable, list all Names and FEINs that are registered to your organization or have been registered during the past 4 years.	
	Name	FEIN
2.4	In the past twelve months, have there been any changes in the following key staff? Check all that apply. Provide detail for any boxes checked including names of the person who left the position and the name of their replacement. Indicate the number of months the position has been vacant if the position is currently vacant.	
	<input type="checkbox"/> CEO/Executive Director/Chief Elected Official <input type="checkbox"/> CFO/Controller <input type="checkbox"/> Grant Administrator <input type="checkbox"/> Grant Administrative Support Staff (<i>i.e. Reporting, correspondence, document control</i>) <input type="checkbox"/> Bookkeeper/Accountant for Grant <input type="checkbox"/> No Changes	
	Provide detail for any checked boxes:	
2.5	If your proposed budget includes any staff costs for this grant, please indicate the type of documentation that will be maintained and used to allocate staff costs to the DCEO grant.	
	<input type="checkbox"/> Time sheets <input type="checkbox"/> Cost allocation plans <input type="checkbox"/> Certifications of time spent <input type="checkbox"/> Other, please describe: <input type="checkbox"/> None	
2.5	Has the applicant or any principal formed a business that existed for less than two years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name(s) of the business and reason(s) that it existed for less than two years.	
2.6	Has the applicant or any principal experienced foreclosure, repossession, civil judgment or criminal penalty (or been a party to a consent decree) within the past seven years as a result of any violation of federal, state or local law applicable to its business? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify the nature (including case number and venue) of the action and the disposition. If the action/proceeding is still pending or unresolved, provide a status identifying the unresolved issues.	
2.7	Is the applicant or any principal the subject of any proceedings that are pending, or to the best of applicant's knowledge, threatened against applicant and/or any principal that may result in any adverse change in applicant's financial condition or materially and adversely affect applicant's operations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide requested information.	
2.8	Does the applicant or any principal owe any debt to the State? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list reason and amount:	

SECTION 3: PROPOSAL INFORMATION		
4.1	Submittal Date:	
4.2	Project Title:	
4.4	Brief Project Description: <i>(Complete attached Scope of Work)</i> <i>(550 Character maximum)</i>	
4.5	Project Location:	Street Address: City: County:
4.5	Areas Served:	
4.6	Project Contact:	Name: Title: Address: Phone: Fax: E-Mail:
4.7	Project Period:	Start Date: End Date:
4.8	Project Costs: <i>(Complete attached Budget)</i>	Funding provided by the applicant: Secured funding from other sources: Funding requested from DCEO:
		Total Project Cost \$0.00

SECTION 4: SCOPE OF WORK

Project Title

Description of project:

Grantee will complete the following tasks:

DESCRIPTION OF TASKS	ESTIMATED COMPLETION DATE
Task 1.	
Task 2.	
Task 4.	
Task 5.	
Task 5.	
Task 6.	
Task 7.	
Task 8.	

SECTION 5: PERFORMANCE MEASURES

Performance Measure	Target

SECTION 6A: CURRENT EMPLOYMENT LEVEL

Number of permanent full-time individuals currently employed by applicant	
Number of permanent part-time individuals currently employed by applicant	

Section 6B: Projected Employment Impact (FTE Value Table)

		Created Positions in FTE Categories:				Retained Positions in FTE Categories:			
		Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
		Permanent Full Time	Permanent Part Time	Temporary Full Time	Temporary Part Time	Permanent Full Time	Permanent Part Time	Temporary Full Time	Temporary Part Time
Row 1 (To be completed by applicant)	# of positions in each FTE category (A - H)								
Row 2	Auto calculation of FTE subtotals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Row 4	Auto Calculation: Created FTEs:			0.00					
Row 5	Auto Calculation: Retained FTEs:			0.00					
Row 5	Auto Calculation: Permanent Full Time Jobs Created:			0.00					
Row 6	Auto Calculation: Permanent Full Time Jobs Retained:			0.00					
Row 7 (cell to be completed by applicant)	Manual Calculation: Average of Annualized Salaries for Permanent Full Time Jobs Created:			\$					
Row 8 (cell to be completed by applicant)	Manual Calculation: Average of Annualized Salaries for Permanent Full Time Jobs Retained:			\$					
Row 9 (cell to be completed by applicant)	Other anticipated employment impacts of DCEO grant:								

SECTION 6C: PROJECTED CONSTRUCTION JOBS IMPACT

Projected number of construction labor hours for project	
Projected number of construction FTE's for project (FTE's = total hours in row above divided by 2,080 hours)	

SECTION 7: BUDGET

Line Item or Cost Category Description	Requested Grant Budget Amount	Proposed Match Budget Amount
Total Cost	\$0.00	\$0.00

SECTION 8: PROGRAM SPECIFIC INFORMATION

Please note that Section 8 of this application provides program specific information, but also requires specific documents be completed and submitted as part of the application. These documents are defined in this section under Application Process – Additional Information and include:

- **Project description**
- **Project benefits**
- **Project budget**
- **Applicant qualifications/expertise**

GENERAL INFORMATION

Purpose: The Illinois Department of Commerce and Economic Opportunity (“Department” or “DCEO”) administers the Illinois Energy Now (“IEN”) portfolio of programs to implement cost-effective energy efficiency measures that help meet annual energy savings targets. The Public Sector Energy Efficiency Key Accounts/Aggregation Program (Aggregation Program) will allow eligible applicants to combine electric and natural gas energy efficiency projects within the public sector in an effort to simplify the overall application process, quickly deliver energy efficiency savings, and capture projects that might otherwise not be submitted as standalone projects.

During Program Year 2014-2015, Aggregators may design an aggregation program that targets one or more public sector entities located in the service territories of ComEd (electric), Ameren Illinois (electric and natural gas), Nicor Gas (natural gas), Peoples Gas (natural gas), and North Shore Gas (natural gas). Public Sector entities include municipalities, municipal corporations, local governments, public schools, community colleges, public colleges and universities, state facilities, and federal facilities. The overall objective of the Aggregation Program is to assist these public sectors in taking advantage of energy efficiency opportunities and to help meet statewide energy efficiency goals.

SECTION 8: PROGRAM SPECIFIC INFORMATION

The intent of this RFA is to solicit proposals from eligible candidates to serve as: 1) an aggregator focusing on one or more public sector entities; or 2) a Key Account, focusing on single public sector entity .

Aggregator shall carry out the following functions:

- Identify energy efficiency projects eligible for Public Sector incentives
- Administer energy efficiency project applications, aggregation, and implementation
- Track energy efficiency project data and progress using DCEO established forms, procedures and database
- Process incentive payments for completed energy efficiency projects and distribute to the project owners
- Verify implementation of energy efficiency measures

Key Account shall carry out the following functions:

- Identify energy efficiency projects eligible for Public Sector incentives
- Administer energy efficiency project applications, aggregation, and implementation
- Track energy efficiency project data and progress using DCEO established forms, procedures and database

Authority and Funding. The Department is authorized by 20 ILCS 1105/3 to administer for the State any energy programs and activities under federal law, regulation or guidelines. The Department is authorized by 20 ILCS 687/6 et seq. to use the Energy Efficiency Trust Fund for projects that promote energy efficiency in the State of Illinois to benefit residential electric customers. The Department is authorized by the Energy Efficiency Sections of the Public Utilities Act (220 ILCS 5/8-103 and 5/8-104) to administer a portion of the Illinois Energy Efficiency Portfolio (“EEP”). The statute provides funding for the EEP and sets certain statutory requirements to meet incremental annual energy savings goals, procure a minimum percent of the portfolio from local government, schools, and community colleges, and target low income households proportionate to their share of annual utility revenues. The Public Sector Energy Efficiency Key Accounts/Aggregation Program is one component of the Department’s total portfolio of measures (known as Illinois Energy Now) designed to meet its obligations under the Act. Funding levels are determined each year by the Department under a plan submitted to the Illinois Commerce Commission. The Department is authorized by the Provisions Relating to Energy Efficiency Procurement Section of the Public Utilities Act (220 ILCS 5/16-111.5B) to administer a portion of any additional programs established under this section. The Department reserves the right to limit the total amount of funding for this program in any given fiscal year.

Definitions. The terms used in this document have the meanings set forth below. Words and terms not defined here, if defined in the Environmental Protection Act (515 ILCS 5 *et seq.*) will have the meanings as defined therein.

“Act” means the Public Utilities Act.

SECTION 8: PROGRAM SPECIFIC INFORMATION

“Aggregator” means an applicant awarded a grant under this program to increase the delivery of Public Sector energy efficiency measures and incentives in one or more of the designated market areas (units of local government/municipal corporations, community colleges, and public schools, water treatment plants, park districts, etc).

“Applicant” means a not-for-profit organization, state or local government agency, or unit of local government/municipal corporation that applies under this RFA to be an aggregator or key account.

“Application” means a request for program funds by submitting the required information, on the Department’s approved forms and attachments as prescribed in this Request for Application (RFA).

“Energy Efficiency Measures” means measures that reduce the total Btus of electricity and natural gas needed to meet the end use or uses.

“Energy Efficiency Projects” means grouping of several specific facility projects by the aggregator to simplify the application process, speed up the approval and implementation of energy measures, and capture projects that might not be funded as standalone projects.

“Entity” means any applicant submitting an application to the Department.

“Grant Beginning Date” means the date a Grantee may begin to incur project costs.

“Grantee” means an entity that has been awarded a grant under this program.

“Incentive” means a grant award or rebate.

“Key Account” is defined as a single public sector entity that aggregates multiple energy efficiency projects within a single municipality or local government department, single public school district, single community college, or single state/federal agency such as City of Chicago, Chicago Public Schools and the University of Illinois, etc.

“Performance Period” means the length of time the Grantee is required to operate the project and submit information/data to the Department.

“Project Completion Date” means the date that all project tasks are completed and deliverables submitted

“Project Owner” means the unit of government/ municipal corporation, community college, or public school that has undertaken an approved energy efficiency project.

“Program Year” means Program Year 2014-2015, which begins June 1, 2014, and ends May 15, 2015.

ELIGIBILITY CRITERIA

Applicant (Aggregator): Any not-for-profit, state or local government agency or unit of local government/municipal corporation in the State of Illinois with a strong affiliation to the market

SECTION 8: PROGRAM SPECIFIC INFORMATION

sector being proposed.

Energy Efficiency Projects (developed by aggregator): Any energy efficiency projects identified by the aggregator and applying for incentive funding must meet the following criteria:

- Each facility applying for and/or receiving the energy measure incentives under the aggregated program must be a unit of local government, municipal corporation, public school district, community college district, public college or university, or a state/federal facility.
- Each facility must be located in the State of Illinois and if applying for an electrical energy efficiency measure incentive must receive electric delivery service from Ameren or ComEd wires regardless of the retail electric supplier.
- Each facility must be located in the State of Illinois and if applying for a natural gas energy efficiency measure incentive must receive gas delivery service from Ameren, Nicor, Peoples, or North Shore distribution regardless of the natural gas supplier.

Eligible Projects: The Department is seeking to fund projects that will allow eligible applicants to combine electric and natural gas energy efficiency projects within the public sector in an effort to simplify the overall application process, quickly deliver energy efficiency savings, and capture projects that might otherwise not be submitted as standalone projects. These projects may be designed along the following parameters, but are not limited to these designs. The potential aggregator should clearly define their proposed project as part of their “project description” document required in this section.

Project designs may include:

- Aggregate energy efficiency projects within the bounds of a Key Account, a single municipality, combining projects from a municipality’s own operations with those of other units of local government within their community, such as the fire and police departments, public library, parks & recreation department, transportation buildings, courts, water and waste water to mention a few.
- Aggregate projects among several municipalities, units of local government, public school districts, community college districts, universities, and/or state/federal facilities. This may include multiple park districts, library districts, water reclamation districts, public safety districts, or other units of local government.
- Aggregate projects focusing on a single energy efficiency measures, a combination of measures (such as combining indoor and outdoor lighting, occupancy sensors, HVAC upgrades, etc), or the full range of measures currently eligible for Public Sector Energy Efficiency incentives.
- Aggregate projects based on directly installing a single or multiple energy efficiency measures at eligible public sector facilities.

Minimum and Maximum Grant Awards: The minimum grant award is intended to be \$500,000. The maximum grant award under this RFA is intended to be \$5,000,000.

The level of grant award will be based in part on the Applicant’s ability to demonstrate the cost

SECTION 8: PROGRAM SPECIFIC INFORMATION

effectiveness of the proposed program (savings in kWh and/or therms per program dollar spent). The level of the grant award will also be based on the Applicant demonstrating their ability to develop enough Energy Efficiency Projects to disperse the funds and realize the savings targets within the grant period. The Applicant should carefully address this issue in their “project description” document required in this section.

Where defined incentives exist among IL Energy Now programs to include the Standard and Custom Incentive Program, Boiler Tune-Up Program and Clean Water Program, incentives will be based on the defined incentive levels.

The grant terms will stipulate that regular (at least quarterly) meetings between the grantee and DCEO or its implementer will be held at which meetings, the progress of the grantee in committing the funds and meeting their savings targets will be reviewed. It is crucial that the applicant make progress towards meeting savings targets and committing funds. The Department reserves the right to modify the terms of the grant agreement and reallocate funds to other grantees or programs, if such progress is not demonstrated. Funding decisions are made as funding is available and the Department is not obligated to provide the maximum grant amount. Upon review of applications, the Department reserves the right to negotiate terms and grant amounts.

The Director reserves the right and may elect to waive the maximum grant limitation and other Program parameters upon a finding that such waiver is appropriate to accomplish the purpose of the Program. The Director has authority to implement pilot projects under this RFA.

PROGRAM INFORMATION

Payment Schedule. The grant agreement will specify the conditions of payment and the payment schedule.

- Grantees may include administrative costs for marketing, consulting services, etc. if necessary and justified in the application. Administrative costs include both the administrative costs of the grantee and the costs of any subcontractors.
 - Administrative funds for Aggregation will be limited to 15 percent of the grant award.
 - Administration funds for Key Accounts will be limited to 5 percent of the grant award.
- Grantees will receive payments quarterly on the basis of projects completed during that quarter that are documented in the required quarterly reports. Interim payments (more frequently than quarterly) may be requested with justification.

The Department reserves the right to determine the appropriate payment structure on a project-specific basis.

Reporting Requirements/Project Monitoring. Grantees will be required to submit progress and financial reports on a quarterly basis. The Department reserves the right to structure reporting requirements on a project-specific basis. The Department project manager will

SECTION 8: PROGRAM SPECIFIC INFORMATION

monitor the Grantee's compliance with the terms of the grant agreement.

Freedom of Information Act/Confidential Information. Applications are subject to disclosure, in response to requests received under provisions of the Freedom of Information Act (5 ILCS 150/1 et seq.). Information that could **reasonably** be considered to be proprietary, privileged or confidential commercial or financial information should be identified as such in the application. The Department will maintain the confidentiality of that information **only** to the extent permitted by law.

Dissemination of Information/Technology Transfer. Grantees will be contractually required to allow the Department access to all project sites and the ability to obtain, publish, disseminate or distribute any and all information obtained from the projects (except any data or information that has been negotiated as being confidential or proprietary), without restriction and without payment or compensation by the Department.

Grant Duration/Performance Period. The grant term/performance period will be determined on a project specific basis, targeted at 12 months.

Marketing & Promotion. DCEO and the Grantee will acknowledge the participation of the other Party as well as ComEd, Ameren Illinois, Nicor Gas, Peoples Gas, and North Shore Gas, as appropriate, in all press releases, publications and promotional materials presented to the media, or otherwise disseminated or published concerning the project.

Ownership/Use of Equipment. The grant agreement will specifically prohibit the sale, lease, transfer, assignment, or encumbrance of any equipment or material purchased with grant funds, without the express written approval of the Department for the duration of the grant term and may require conditional retention for a specified period after completion of the grant. In the event of a Grantee's failure to comply with this requirement, the grant agreement will provide that the Department may, at its discretion, require the Grantee to return all grant funds provided by the Department, require the Grantee to transfer to the state ownership of equipment and material purchased with grant funds and bar the Grantee from consideration for future funding. The Department reserves the right to require the Grantee to give it a purchase money security interest in equipment purchased with grant funds for the duration of the grant term.

APPLICATION PROCESS

Application. Each application submitted in response to this RFA must complete all the data requirements of Sections 1 through 9 located within this application template. Instructions on properly filling out the sections are included at the end of the RFA.

Applications under this program will be **DUE NO LATER THAN May 12, 2014.**

Note: Applicants may contact David Baker at 217-785-5222 or david.s.baker@illinois.gov with questions. (TDD 217/785-6055)

The Department will accept applications at the following address:

SECTION 8: PROGRAM SPECIFIC INFORMATION

Illinois Department of Commerce and Economic Opportunity
Illinois Energy & Recycling Office
500 East Monroe
Springfield, IL 62701-1615

Attention: **Aggregation**

e-mail address: illinois.energy@illinois.gov, state “Aggregation RFA” in the subject line

General Review and Evaluation. Applications will first be reviewed to determine eligibility and completeness as specified under Eligibility Criteria and for compliance with the EEP statutory requirements. Ineligible or otherwise incomplete applications will be immediately rejected.

Evaluation Criteria. Evaluation criteria have been developed to assist the Department in identifying those projects that display the most potential for achieving the goals and objectives of the Public Sector Energy Efficiency Key Accounts/Aggregation Program. Applications satisfying the general review will be evaluated competitively on the basis of the following criteria:

- Overall quality of the application including measurable project goals, tasks and activities, a well-developed work plan, and easily identifiable deliverables.
- Likelihood of actual project development, potential to accomplish defined objectives and technical feasibility. This includes a clear description of the relationship of the applicant to the identified public sector entities, the access they have to the members of that sector, and why their approach to securing energy efficiency projects within that sector will succeed.
- Potential for the project to encourage investment in electric and natural gas energy efficiency measures. This also includes a forecast of the total savings (kWh and therms) from the aggregated energy efficiency projects and the proposed method for measuring kWh and therm savings. Preference will be given to projects that clearly demonstrate the potential to achieve both electric (kWh) and natural gas (therms) savings. Preference will also be given to projects that take a whole building approach to electric and natural gas savings.
- Potential for the project to support economic development in the state of Illinois through job creation and business development.
- Capability of the applicant including previous experience and additional professional resources available.
- Other criteria as determined by the Department to be in the best interest of the State of Illinois.

Rejection of Applications. The Department reserves the right to reject any application. The submission of an application under these guidelines confers no right upon any applicant. The

SECTION 8: PROGRAM SPECIFIC INFORMATION

Department is not obligated to award any grants under this program, to pay any costs incurred by the applicant in the preparation and submission of an application, or pay any grant related costs incurred prior to the grant beginning date.

Additional Information

Please fill out the information below

Energy Provider(s):

- ☐ ComEd ☐ Ameren Illinois (electric)
- ☐ Ameren Illinois (natural gas) ☐ Nicor Gas ☐ Peoples Gas ☐ North Shore Gas
- ☐ Other _____

All applicants shall include the following information and documentation. Each of the following documents should be clearly marked (i.e.: Project Description, etc.), include the title of the proposal, the applicant's name, and be limited to the number of pages specified. The format will include a font size no smaller than 11 point and margins no less than 1" (top, bottom, and sides)

- Project description. (6 page maximum) Describe the project, including measureable goals and objectives, a detailed statement of work (required tasks and activities), and timelines for start and completion of key tasks. Include payment structures, energy saving goals, measurement plans, and incentive structures as required for the proposed project. Discuss the cost effectiveness of the program (savings in kWh and/or therms per program dollar spent). Clearly identify the public sector market sector(s) to be served, the geographic area covered and the types of electric and natural gas energy efficiency measures included. Clearly describe how the proposed activities will fulfill each of the five aggregator functions:
 - Identify electric and natural gas energy efficiency projects eligible for public sector incentives
 - Administer energy efficiency project applications, aggregation, and implementation
 - Track project data and progress using DCEO established forms and procedures
 - Process incentive payments for completed projects and distribute to the project owners
 - Verify implementation of energy efficiency measures
- Project benefits. (2 page maximum) Discuss the merits of the project per the evaluation criteria provided in this RFA. The applicant must forecast the total dollar amount of Public Sector incentives that will be delivered through the aggregation efforts (energy efficiency projects) and the resulting savings (kWh and therms). The applicant must explain how the benefits were estimated for purposes of the application and how they will be measured for reporting after project completion.

SECTION 8: PROGRAM SPECIFIC INFORMATION

- Project budget. Please reference “Section 7: Budget” and include Section 7 in the application. Provide any additional explanation of the budget here.
- Applicant qualifications/expertise. (4 page maximum, excluding resumes) Provide background information on the experience of both the applicant and key partners. Specifically identify the relevant experience of the management team with regard to the proposed project. The applicant must describe their relationship to the selected market sector, what access they have to the members of that sector, and why their approach to securing energy efficiency projects within that sector can be successful. Experience with that market sector in organizing energy projects should be described.

In addition, applicants must demonstrate that they have a full understanding of the Illinois Energy Now Public Sector Portfolio of projects and show how the aggregator program will meet all the basic requirements of the State Public Sector Program. A good example of this would be the use of the Public Sector Standard & Custom Program when defining measures, and calculating potential savings. The Guidelines and Application for the standard and custom program can be found at www.ilenergynow.org.

Any applicant that is a current or previous grantee of the Department and was or is delinquent in its compliance with grant provisions shall have such delinquency included as one of the application evaluation criteria for this current application.

Please provide (as an addendum) resumes or bios on the key individuals that will perform the work under the proposed program. The resumes or bios do not count in the 4 page limit.

SECTION 9: APPLICANT CERTIFICATION

Under penalty of perjury, I certify that I have examined this application and the document(s), schedule(s), and statement(s) submitted in conjunction herewith, and that, to the best of my knowledge and belief, the information submitted herewith is true, correct, and complete. I represent that I am the person authorized to submit this application on behalf of the applicant, and that I am authorized to execute a legally binding grant agreement on behalf of the applicant if this application is approved for funding.

I hereby release to DCEO the rights to and use of photographs and/or any written statements or information, regardless of format (whether they are direct quotes or paraphrased by DCEO), contained in or provided after the grant application for the purpose of publication on DCEO's website. I hereby also release any and all claims against DCEO, its officers, agents, employees and/or affiliates arising out of, or in connection with, the usage of photographs and/or written statements or information, regardless of format (whether they are direct quotes or paraphrased by DCEO), for the purpose of publication on DCEO's website.

Signature

Name & Title

Date

INSTRUCTIONS

All questions in the following sections must be completed by the applicant. Additional documentation should be attached as necessary to adequately respond to the question or to provide the detail requested.

SECTION 1: APPLICANT INFORMATION - INSTRUCTIONS

- Question #1.1:** Provide the applicant's legal name which is reflected on its Federal W-9 form. If the applicant is a Limited Liability Company with a tax classification of "C" - the IRS acceptance letter needs to be submitted along with the W-9 in order for the vendor to be certified.
- Question #1.2:** Provide the applicant's business address, including the 9-digit zip code.
- Question #1.4:** Complete this section by indicating the Chief Officer of the applicant. If the applicant organization has more than one chief officer, please attach additional documentation providing all names and appropriate contact information.
- Question #1.5:** Provide a brief explicit description of the applicant indicating the type of business, business history, typical clientele, etc. The applicant description should not exceed 200 characters.
- Question #1.5:** Provide the applicant's North American Industry Classification System (NAICS) Code. The NAICS (pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. If you do not know your NAICS Code, you may look it up at: <http://www.naics.com/index.html>.
- Question #1.6:** If applicable, provide the applicant's website address.
- Question #1.7:** Provide the applicant's Federal Employer Identification Number (FEIN). The FEIN is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need a FEIN. If your business does not have a FEIN, you may apply for it at <http://www.irs.gov/>. You are required to have a FEIN in order to be eligible for a DCEO award.
- Question #1.8:** If the applicant is an individual with no FEIN, provide the applicant's Social Security Number (SSN). Do not provide a Social Security Number if you are also providing a FEIN for Question #7.
- Question #1.9:** A DUNS Number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 100 million businesses worldwide. Provide the applicant's DUNS number. If your business does not have a DUNS number, you may request one at: http://www.dnb.com/us/duns_update/.
- Question #1.10:** Indicate the start date and end date of the applicant's fiscal year (accounting year) with month and day.
- Question #1.11:** Check the appropriate box if the applicant's business is a female or minority-owned business. A female or minority-owned business is defined as a business at least 51 percent owned and controlled by persons who are female or minority-owned. Minority is defined as the following race/ethnic groups: Black / African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans and Asian-Indian Americans. If minority-owned, then check the appropriate race/ethnic group box that applies.
- Question #1.12:** Indicate the number of people that you expect will be served by the grant by each race/ethnic group that is listed.

SECTION 2: APPLICANT HISTORY - INSTRUCTIONS

- Question #2.1:** Complete this section with information on any grants received from the state of Illinois by the applicant within the last 4 years from the date of this application. Applicant must provide the information detailed below for each grant received. However, if applicant received more than 10 grants within the last 4 years the information below is only required for any grants that have or had programmatic and/or financial issues.

Agency:	List the name of the agency from which the grant was received.
Grant #:	List the number related to the grant.
Grant Amount:	List the total amount of the grant.
Grant Term:	List the term to include the beginning and end date of the grant.

General description of grant:	Provide a brief description of the grant project.
Issues:	Provide a description of any financial or programmatic issues that were identified with this grant by either the grantor agency and/or grantee. State whether the issues are resolved or unresolved. If the issues are unresolved, state the reason why and provide a current status.

Question #2.2: If the applicant's organization has operated under any other names or FEIN numbers during the past 4 years from the date of this application, this information must be provided in this section.

Question #2.4: Indicate which key staff positions have changed within the past twelve months from the date of this application. Provide additional documentation for the requested information for any vacancies, new hires, layoffs, and terminations. Also provide the same information for any changes relating to key staff positions that may become involved with the administration and/or management of potential grants.

Question #2.5: Indicate in the list provided the type of documentation that the applicant's organization will maintain to support and allocate staff costs to the DCEO grant. Any staff costs incurred need to be adequately supported to ensure appropriate allocation to the DCEO grant.

Question #2.5: Indicate whether a previous business existed for less than two years. Principal is defined as any officer or member of the governing board of the applicant, as well as any individual in the organization who exerts significant control over the activities of the applicant or who has the authority to make decisions on behalf of the applicant.

- If yes, provide name(s) of each business and reason(s) supporting why the business is no longer in existence. Be as descriptive as possible for reason(s) why the business is no longer in existence. Attach additional supporting documentation to support your response to this question.

Question #2.6: Indicate yes or no and provide additional information in subsequent question. Principal is defined as any officer or member of the governing board of the applicant, as well as any individual in the organization who exerts significant control over the activities of the applicant or who has the authority to make decisions on behalf of the applicant.

- If yes, identify the nature (including case number and venue) of the action and the disposition. If the action/proceeding is still pending or unresolved, provide a status identifying the unresolved issues. Be as descriptive as possible and attach additional supporting documentation to support the response to this question.

Question #2.7: Indicate yes or no and provide additional information in subsequent question. Principal is defined as any officer or member of the governing board of the applicant, as well as any individual in the organization who exerts significant control over the activities of the applicant or who has the authority to make decisions on behalf of the applicant.

- If yes, describe the proceedings and provide the current status. Be as descriptive as possible and attach additional supporting documentation to support the response to this question.

Question #2.8: Indicate any debt owed to the state by listing the specific reason(s) and amount(s). Attach additional documentation to explain the debt owed to the state. Principal is defined as any officer or member of the governing board of the applicant, as well as any individual in the organization who exerts significant control over the activities of the applicant or who has the authority to make decisions on behalf of the applicant.

SECTION 4: PROPOSAL INFORMATION - INSTRUCTIONS

Question #4.1: Indicate the date on which the applicant is submitting this proposal.

Question #4.2: Provide a short title that accurately describes the proposal. The title should be limited to approximately 50 characters.

Question #4.4: Provide a brief description of the proposed project that summarizes the use of the grant award. The description should not exceed 550 characters. The brief project description should be consistent with the information provided in the attached Scope of Work. The description provided here may be used on DCEO's website.

Question #4.5: Complete this section with the address of the proposed project location.

Question #4.5: Identify the area(s) served if the project location serves more than one location or if it serves a geographical region. Identify these areas by cities, towns, villages, counties or other defined programmatic or geographical regions.

Question #4.6: Complete this section by providing the name, business address and other required business contact information of the individual that will serve as the primary project contact. This person will serve as DCEO's primary contact from application intake through closure of the grant, if awarded by DCEO. Please note that DCEO may publish copies of applications on its public website so it is preferable that you submit your business contact information. If the applicant does not have a business to use for contact information, then please provide personal information (home address, personal cell phone number, personal email address) as an attachment to the application.

Question #4.7: Indicate the projected project time period with a start and end date.

Question #4.8: Identify the funding sources for the proposed project. The applicant must identify the amount of funding the applicant is proposing to provide to the project, any secured funding from other sources, and the amount of funding being requested from DCEO. The total project cost should be the sum of all three sources of funds. The project costs in this section should be consistent with the information provided in the attached Budget.

SECTION 5: SCOPE OF WORK - INSTRUCTIONS

- Provide the Project Title, it needs to be the same as or consistent with the title provided in the Proposal Information above.
- Provide a detailed description of the proposed project and the intended use of grant funds. Unlike Line 4 of the Proposal Information Section, the applicant is not restricted in their description of the proposed project. The information provided in this description will assist DCEO in developing the Scope of Work for the grant agreement if the grant is awarded. It will also facilitate the periodic reporting that will be required to update DCEO on the status of the project's major milestones if the grant is awarded.
- Briefly describe each task in the Description of Tasks column. These tasks will be used to develop the grant agreement. The applicant should assign an estimated completion date for each task. If a grant is awarded, the applicant will have the opportunity to modify these dates prior to the execution of the grant.

SECTION 5: PERFORMANCE MEASURES - INSTRUCTIONS

- If the applicant is aware of any performance measures required by the program, the measure(s) should be listed in this section. If known, the applicant should provide the target numbers for each measure.

SECTION 6A: CURRENT EMPLOYMENT LEVEL - INSTRUCTIONS

- Provide the number of full time and part time individuals, respectively, employed by the applicant. Please see definitions of Employee, Permanent, Full-Time, and Part-time in the Key Definitions in Section 6B below.

SECTION 6B: PROJECTED EMPLOYMENT IMPACT - INSTRUCTIONS

1. Purpose of the FTE Value Table

DCEO uses Section 6. Projected Employment Impact of the standard grant application form to document the estimated economic benefits of a proposed grant project based on the projected employment impact. The FTE (Full Time Equivalent) Value Table in Section 6 standardizes the DCEO process for collecting and reporting job count data for projected (estimated) jobs at the grant level. This promotes consistency and integrity in the reporting of DCEO job count statistics.

Section 6 of the application form requires applicant organizations to provide projected jobs data that estimates a grant's impact on employment levels, in the following manner:

- a) identify the estimated number of projected positions to be created and/or retained,
- b) assign each projected position to one of four Full Time Equivalent (FTE) categories, and
- c) complete an average annualized wage calculation for permanent full time positions for both jobs created and jobs retained.

For DCEO purposes, an FTE is a measurement unit for assigning a numerical value to an individual employment position (both projected and/or certified jobs; both created and/or retained jobs). For example, while DCEO assigns an FTE value of 1.0 to a permanent full time position, other categories of positions that are estimated to involve a fewer number of hours to be worked over the course of a year will be assigned a lower FTE value of either .5 or .25. DCEO uses this approach so that a job count that includes various categories of jobs is more accurate and is not inflated or overstated.

Applicants should be realistic when estimating the number of projected FTEs that may result directly from a grant. For example, when projecting FTEs, the applicant must consider that if approved for funding the grantee will be required at a later date to certify FTE data for all created and retained positions, using the DCEO Job Count FTE Certification Form. Please remember that the FTE count includes only positions that are a direct result of a DCEO grant, meaning the positions would not be created or retained **but for** the DCEO grant provided.

2. Forms and/or Data Needed to Complete this Table

The applicant must identify the total estimated number of projected positions that will be a direct result of the DCEO grant during the term of the grant. Within this total number, the applicant must identify the estimated number of **created** positions. Within the number of created positions, the applicant must identify the FTE category (ies) that the positions most closely match. Also, within the total number of projected positions, the applicant must identify the estimated number of **retained** positions. Within the number of retained positions, the applicant must identify the FTE category (ies) that the positions most closely match. These estimated position numbers for projected positions must be then entered into the FTE Value Table, per the specific instructions, below.

4. Specific Instructions for Entering Data into the FTE Value Table

The FTE Value Table produces job count data for projected positions that includes: created FTEs, retained FTEs, number of permanent full time FTEs for jobs created, number of permanent full time FTEs for jobs retained, an average of the annualized salaries of permanent full time FTEs for jobs created, an average of the annualized salaries of permanent full time FTEs for jobs retained, and other related employment impacts.

The FTE Value Table was designed in Word format. An applicant is required to enter data in the cells in Row 1, Row 7 and Row 8, only (note that Row 8 is optional). However, the Table will perform automatic calculations for Rows 2 through 6. Therefore, **do not attempt to enter or edit data in Rows 2 through 6.**

To enter data into the form, place the cursor in the blue box within the cell and enter the relevant number key(s) -- **do not use the Enter key.** To move from one cell to another in the Table, use the keyboard's Tab key or the right or left arrow keys.

Row 1: Number of positions in defined FTE category: The applicant must assign the estimated number of projected positions to each of the optional FTE categories. For example, applicants must assign the estimated number of projected positions to be *created* into the proper FTE category (Columns A, B, C or D) in the Created Position Box. Likewise, the applicant must assign the estimated number of projected positions to be *retained* into the proper FTE category (Columns E, F, G, or H) in the Retained Position Box. Note that a count of an individual projected position must be placed into either the Created Position box, or the Retained Position box -- an individual FTE position count cannot be placed in *both* boxes. If no jobs are projected in an FTE category, the applicant should place a zero (0) in that cell.

For each projected position, select the FTE category closest to the expectations for the position:

- **Permanent Full Time Position:** approximately 52 weeks/year X 50 hrs. per week = 2,080 hrs.
- **Permanent Part Time Position:** approximately 52 weeks/year X 20 hrs. per week = 1,050 hrs.
- **Temporary Full Time Position:** approximately 26 weeks/year X 50 hrs. per week = 1,050 hrs.
- **Temporary Part Time Position*:** approximately 26 weeks/year X 20 hrs. per week = 520 hrs.

*Only include Temporary Part Time Positions that have a minimum of 200 hours of work expected for the position.

Key Definitions

Employee: An individual that agrees to participate in an employer/employee business relationship and provide services for the employer in return for a defined salary or wage. Contingency workers, or workers on contract status with the grantee, may also be included in a grantee's FTE count, if the grantee can certify the FTE data for these positions, as required on the Job Count FTE Certification Form. The site of employment must be located in the state of Illinois.

Projected Job: A planned or forecasted position to be filled at a future point in time, during the term of the grant agreement, as a direct result of a DCEO grant.

Certified Job: A position that was proven to be created or retained and was a direct result of a DCEO grant; the position must be confirmed by the employer and certified by the DCEO grantee on the Job Count FTE Certification Form by identifying: the name of the employer, the position title, either the name of the employee or a payroll identification number, the start date of the position, the annualized salary or wage rate, and the FTE category designation.

Created Job: A new position, not in existence prior to the DCEO grant, to be developed and filled, or an existing unfilled position to be filled; the position could not be filled **but for** the DCEO grant provided.

Retained job: An existing position projected to be maintained that otherwise would be eliminated by the grantee **but for** the DCEO grant provided. **Note: a job previously reported as retained during the course of a previous DCEO grant cannot be projected again as retained in the current DCEO grant application if the end date of the previous DCEO grant is less than 25 months prior to the current application date. However, a job reported as retained during the course of a previous DCEO grant can be reported as retained in the current DCEO grant application, if the end date of the previous DCEO grant occurred more than 25 months prior to the date of the current DCEO application.**

FTE Category Definitions for Reported Positions: Applicants must use the definitions below to understand the typical differences in positions, including: a) the level of anticipated permanency -- an estimated *time duration* for the position category, and b) the degree of full time status -- the estimated average amount of *work hours* expected in a standard work week for the position category, in the respective organization or industry.

Permanent: A position that is typically intended to last indefinitely in duration and does not have a finite ending date; for DCEO purposes, a position with an estimated duration of at least 12 months.

Temporary: A position that is typically short-term in duration and will last only for a specified period of time; for DCEO purposes, a position with an estimated average duration of significantly less than 12 months (example: a seasonal job).

Full time: A position typically expected to work the full number of hours in a standard work week, as defined by the employer or industry; for DCEO purposes, a full time position typically involves approximately 50 hours per week.

Part time: A position typically expected to work significantly fewer hours per week than the hours required in a full time position; for example, 20 hours per week could be a typical part time work schedule.

Row 2: Automatic Calculation of FTE Subtotals: The Table automatically calculates these values based on the numbers entered above, **so do not attempt to edit the cells in this row.** The Table will automatically convert projected position counts into an FTE count according to the type of position. For example, the Table assigns a value of 1.0 to each permanent full time position that is expected to offer approximately 2,080 hours of work per year. However, for the other three categories that typically do not involve permanent work hours of a standard 2,080 hour work year, the table will assign a value for each projected position that is a lesser pro-rated portion, or fraction, of an FTE (example: the Table assigns a .5 value for each Permanent Part time, and Temporary Full time position; while assigning a value of .25 for each Temporary Part time position).

Rows 4 - 6: Automatic calculations for FTEs created, FTEs retained, permanent full time jobs created, and permanent full time jobs retained: The Table automatically calculates these values based on the numbers entered above, **so do not attempt to edit the cells in these rows.**

Row 7-8: Average Annualized Salaries for Permanent Full Time Jobs Created and Permanent Full Time Jobs Retained: The applicant must complete a manual calculation for rows 7 and 8, and place the calculated value(s) into the Table. The average annualized wage or salary amount must be calculated by adding the estimated annualized wages for all positions reported to yield a total salary amount, and then dividing the total salary amount by the number of estimated positions (not the number of FTEs). Average wages for created jobs and retained jobs should be calculated separately. Wages for part time or temporary jobs should be disregarded for purposes of this calculation. For this calculation, all hourly wage values for full time jobs must be converted to an annualized value (for example, multiply the hourly wage by the estimated number of hours per week, multiplied by 52 weeks in a year).

Example: The applicant plans to create 10 new positions as a direct result of the DCEO grant. Five positions will be paid salaries of \$20,000 annually, while the other five will be paid salaries of \$50,000 annually. The total salary amount is \$400,000

(5 X \$20,000 + 5 X \$50,000). The number of positions is 10. Thus, to calculate the average salary, divide \$400,000 by 10, yielding the average salary amount of \$40,000.

Row 9: Other Employment Impacts: This is an optional text field where you can identify other significant employment impacts that are not reported as an FTE value. These impacts may include a positive impact on non-certified jobs, or other positive economic impacts with the applicant organization or elsewhere in the Illinois economy. This area can also be used to identify the number of Temporary Part time Positions that do not meet the minimum requirement of 200 hours of work per position.

SECTION 6C: PROJECTED CONSTRUCTION JOBS IMPACT- INSTRUCTIONS

- Provide the number of projected hours of construction labor that will result if the project is funded by the DCEO grant. Include all construction jobs for the entire project even if the DCEO grant leverages or is combined with other funding needed for the project.
- Provide the number of projected construction FTE's for the project. This number is calculated by taking the total number of construction labor hours divided by 2,080.

SECTION 7: BUDGET - INSTRUCTIONS

- This section will be used to establish the cost categories of the grant agreement. List each budget line item for which the grant funds are proposed to be expended.
- Indicate the requested grant amount for each budget line item.
- Provide the proposed match amount for each budget line item.
- Provide the total of each column.

SECTION 8: PROGRAM SPECIFIC INFORMATION - INSTRUCTIONS

Program guidelines are included in this section. The additional information portion of the section must be completed including the project description document, the project benefits document, and the project qualifications/expertise document. Please use Section 7 to submit the proposed program budget.

SECTION 9: APPLICANT CERTIFICATION - INSTRUCTIONS

The applicant should read and understand the certification statement provided in this section. The individual that signs this section should be the individual that is authorized to sign the grant agreement if grant funds are awarded. The authorized individual should sign their name, print their name and title and date of certification. Please note the certification authorizes DCEO to publish a copy of the completed application on DCEO's website.

SUBMISSION OF APPLICATION

The Department will accept applications at the following address:

Illinois Department of Commerce and Economic Opportunity
Illinois Energy & Recycling Office
500 East Monroe
Springfield, IL 62701-1615
Attention: **Aggregation**
E-mail address: Illinois.energy@illinois.gov, state "Aggregation RFA" in the subject line

Applications are due no later than 5:00 pm CST on May 12, 2014.

IDENTITY PROTECTION ACT (5 ILCS/179) PERSONAL INFORMATION PROTECTION ACT (815 ILCS 540)
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The Department of Commerce and Economic Opportunity (DCEO) is committed to protecting the privacy of its vendors, grantees and beneficiaries of programs and services. At times, DCEO will request social security numbers (SSNs) or other personal identifying information. Federal and state laws, rules and regulations require the collection of this information for certain purposes relating to employment and/or payments for goods and services, including, but not limited to, grants. DCEO also collects confidential information for oversight and monitoring purposes.

Furnishing personal identity information, such as a social security number, is voluntary; however, failure to provide required personal identity information may prevent an individual or organization from using the services/benefits provided by DCEO as a result of state or federal laws, rules and regulations.